

# MED 264 Medical Assisting Overview

## COURSE DESCRIPTION:

Prerequisites All previous courses in the Medical Assisting Diploma plan of study

Corequisites: MED 260

This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

Course Hours per Week: Class, 2; Lab, 2; Semester Hours Credit, 2

## LEARNING OUTCOMES:

Upon completing requirements for this course, the student will be able to

1. Demonstrate competence in the areas covered on the national certification examination for medical assistants.
2. Apply general, administrative, and clinical knowledge learned throughout the diploma program and/or industry training, and successfully pass the certification exam.

## OUTLINE OF INSTRUCTION:

- I. The Certification Process
  - VIII. Administrative Technologies
  - IX. Appointment Scheduling/Reception
  - X. Medical Records Management
  - XI. Correspondence
  - XII. Medical Insurance
  - XIII. Medical Coding and Claims
  - XIV. Financial Practices
    - XXI. Laboratory Procedures
    - XXII. Nutrition
    - XXIII. Pharmacology/Medication Administration
    - XXIV. Emergency Preparedness

**REQUIRED TEXTBOOK AND MATERIAL:**

Medical Assisting Exam Review for National Certification Examination, 6th Edition. Lippincott Williams & Wilkins' (LWW). Helen J. Houser, Janet S. Nelson ISBN 13: 9781284236019